

**STATE OF NEVADA
DIFFERENTIAL PAY FOR ACTIVE MILITARY DUTY
POLICY AND PROCEDURE**

Policy:

An employee who performs active military service in the Army, the Navy, the Marine Corps, the Air Force, the Coast Guard, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Coast Guard Reserve, the Air Force Reserve, the National Guard, Commissioned Corps of the Public Health Service, and any other category of persons designated by the President or the Governor of the State of Nevada in time of war or emergency is entitled to be paid the difference between the gross wages he would have received as a State employee and the gross wages of an active service member. If his gross wages for active service exceed his gross wages as a State employee, he is not entitled to any additional wages beyond those provided due to active military service.

Procedure:

If you are required to perform active military duty while employed by the State of Nevada, you will need to comply with the following in order to receive the difference between your gross State pay (including base pay, special adjustments to salary provided by NAC 284.206, and shift differential pay) and your gross military pay (including base pay plus all allowances with the exception of clothing allowance):

1. Provide a copy of your military orders to your supervisor or to your agency personnel office as soon as you receive them. (Please do not provide security sensitive information that is confidential.)
2. Complete Contact and Disbursement Information Form (ML-2).
3. Provide your agency pay clerk with a copy of your end of month military leave and earnings statement (LES) with a completed Military Leave and Earnings Submittal form (ML-3). Wage differential payments will be made after your monthly LES and completed ML-3 is received.
4. You are responsible for notifying the State of Nevada if your permanent address changes, duty station address changes, and/or directions for disbursement of differential pay changes by completing a ML-3 form. A new Authorization Agreement for Direct Deposit of Net Wages will need to be completed if you wish to start, stop or change direct deposit of your differential pay.
5. Upon your discharge, you are responsible for providing evidence of completion of your active service to your agency personnel office.

I, _____ hereby certify that I have read and understand
(print employee name)
the State's policy regarding Differential Pay For Active Military Duty.

employee signature

date

**STATE OF NEVADA
DIFFERENTIAL PAY FOR ACTIVE MILITARY DUTY
CONTACT AND DISBURSEMENT INFORMATION FORM**

Contact Information

Employee name:
Permanent mailing address:
Telephone number:
Name of contact at this address:

Duty station address:

Telephone number:

Directions for Disbursement of Differential Pay

- ☐ I wish to have my differential pay direct deposited to the account in which my current wages are direct deposited.
- ☐ I have completed a new Authorization Agreement For Direct Deposit of Net Wages.
- ☐ I wish to have my differential pay sent to the following address:

Street address: _____

City, State, Zip: _____

employee signature

date

TO: _____
Contact Person Name, Agency Name

FROM: _____
Employee Name

DATE: _____

SUBJECT: **MILITARY LEAVE AND EARNINGS STATEMENT SUBMITTAL**

Enclosed is a copy of my military leave and earnings statement for the month of _____.

I have noted below any changes to my permanent address, duty station address, and/or directions for the disbursement of my differential pay *:

signature
employee or other responsible person**

date

* Changes to direct deposit require a completed Authorization Agreement for Direct Deposit of Net Wages.

** If other than the employee, please provide copy of power of attorney or other consent document.

original - agency pay clerk

ML-3 10/22/01